

SUFFOLK COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING

2016 DOWNTOWN REVITALIZATION ROUND 14

GRANT APPLICATION PROCESS INFORMATION SESSION



Steven Bellone, County Executive
Joanne Minieri, Deputy County Executive & Commissioner

PURPOSE OF DOWNTOWN REVITALIZATION GRANTS

To provide funds to organizations
working to revitalize downtown
areas in Suffolk County



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HISTORY

- 1997 Resolution by Suffolk County Legislature
- Over \$10.5 million awarded since inception
- 2015 Awards ranged from \$12,420 to \$100,000



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CITIZENS ADVISORY PANEL

- 20 Members
- One in each Legislative District appointed by their County Legislator
- One appointed by the County Executive
- One from Suffolk County Planning
- Reviews applications for Downtown Revitalization funding and makes recommendations to the County Executive and the Suffolk County Legislature for consideration



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2016 PANEL MEMBERS

SUFFOLK COUNTY DOWNTOWN REVITALIZATION CITIZENS ADVISORY PANEL, 2016		
DISTRICT	LEGISLATOR	REPRESENTATIVE
1	Albert Krupski	Raymond Pickersgill
2	Bridget Fleming	Susan Von Freddi
3	Kate M. Browning	John Liberti
4	Tom Muratore	Robert Martinez
5	Kara Hahn	Barbara Russell
6	Sarah Anker	Kathleen Weber
7	Robert Calarco	Dennis Smith
8	William J. Lindsay III	Kay Cameron
9	Monica R. Martinez	Florence Joyner
10	Tom Cilmi	Robert Moses Kuri
11	Thomas F. Barraga	Donna DeLuca Periconi
12	Leslie Kennedy	Gina Coletti
13	Robert Trotta	William Garthe
14	Kevin J. McCaffrey	JoAnn Boettcher
15	DuWayne Gregory	John Diliberto
16	Steven H. Stern	Walter Rabe
17	Louis D'Amaro	Jennifer A. Casey
18	William Spencer	Keith Barrett
Planning Department Representative		Peter Lambert
County Executive Representative		Regina Zara, Chair



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2016 GRANT FUNDS

\$600,000



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WHO CAN APPLY?

Chamber of Commerce or comparable
business organization, or civic
beautification organization in partnership
with a municipality



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PROJECT CRITERIA

- Must be a capital improvement project and the funding request must be at least \$10,000
- Must be located on municipally-owned property in or adjacent to a downtown
- Applicant must partner with a municipality (town or village) in Suffolk County and a local government resolution must accompany the application
- Project must comply with SEQRA
- Project life-span must be at least 15 years



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DEFINITION OF A DOWNTOWN

A Downtown is that unique portion of a community that has or is striving to create a traditional “main street” business core

Characteristics:

- Concentrated commercial activity dominates the downtown area (retail and service businesses), but office and institutional uses are also usually present
- Downtown development is pedestrian oriented
- Buildings are separately owned but are closely clustered together and located very close to the street, not set back from the street
- A sidewalk is all that separates most downtown buildings from the public street
- On-street parking is often supplemented by off-street parking located behind the stores and in municipal parking lots



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ELIGIBLE PROJECTS

- Public parking facilities
- Curb, sidewalk, or roadway construction
- Pedestrian walkways
- Street lighting
- Public restrooms
- Disabled accessibility
- Sewer systems and drainage
- Renovation of existing structures
- Cultural facilities



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INELIGIBLE PROJECTS

- Items that do not have long-term improvement impact such as trash receptacles, banners, flowers, microphones, benches
- Grant funds cannot be used for operating expenses such as salaries, office supplies, office equipment, or advertising



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APPLICATIONS MUST INCLUDE

- Resolution from partnering municipality supporting project and allowing mayor/supervisor to enter into an inter-municipal agreement
- Resolution approving the SEQRA determination with supporting documentation
- Resolution agreeing to an easement for projects not on Suffolk County property or permit for projects on NYS property
- A recent aerial or google earth photo of project area
- A recent street view photo of project area
- Written estimates
- Commitment letters as proof of leveraged funds



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SEQRA OVERVIEW

SEQRA – **S**tate **E**nvironmental **Q**uality **R**evision
Act – is an environmental review process that
is required to be completed anytime an
agency undertakes, funds, or approves an
action (i.e. a construction project)



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DOWNTOWN REVITALIZATION GRANT PROGRAM SEQRA REQUIREMENTS

The town or village sponsoring the project is responsible for compliance with the State Environmental Quality Review Act (SEQRA).

- The Downtown Revitalization Grant Application requires that an adopted SEQRA determination resolution from the partnering municipality and the supporting Environmental Assessment Form (EAF) be submitted as part of the application.



The municipal SEQRA determination and EAF is reviewed by Suffolk County to insure compliance with SEQRA.



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SEQRA OVERVIEW

The SEQRA process involves **Classifying the Action** and then **Determining the Significance** of the Action

In SEQRA an action can be classified as a:

Type I Action – typically larger scale projects that are more likely to have significant impacts on the environment

Unlisted Action – typically medium scale projects that are less likely to have a significant impact on the environment.

Type II Action – typically smaller scale or rehabilitation type actions that are determined not to have a significant impact on the environment and do not require any additional environmental review.



- To classify the action refer to Part 6 NYCRR Section 617.4 and 617.5 which list both Type I and Type II Actions. Any action that is not listed as a Type I or Type II Action is classified as an Unlisted Action.



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SEQRA OVERVIEW – TYPE II ACTIONS

An action that is classified as a **Type II Action** does not require any additional information or an additional determination of significance. For Type II Actions the resolution shall have a SEQRA resolved clause which includes:

- that the Municipality is the lead agency
- that the Municipality has determined that the proposed action is a Type II Action pursuant 617.5(c) (X)(X) (include word summary of the subsection)
- that as such no additional SEQRA review is required.

Ex. ***Resolved***, that the Town Board of the Town of XXX, being the SEQRA Lead Agency, has determined that this project is a Type II Action under NYCRR Part 617.5(c)(1)(2)(20)(27) since the action involves, maintenance, repair, replacement, rehabilitation or reconstruction of a structure or facility in kind on the same site. As such, the Town has no further responsibilities under SEQRA.

NOTE: This example is for informational purposes only. The Village/Town should consult with the Town/Village Attorney when drafting and adopting SEQRA resolutions and related documentation.



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SEQRA OVERVIEW – UNLISTED ACTIONS

An action that is classified as an Unlisted Action requires that an Environmental Assessment (EAF) form be completed. A short form EAF may be completed for an Unlisted Action. After the short EAF form is completed the municipality should adopt a SEQRA resolution or SEQRA resolved clauses in the authorizing resolution which includes:

- that the municipality is the lead agency
- that the municipality has determined that the proposed action is an Unlisted Action
- that the municipality has determined that the action will not have a significant impact on the environment . *Note: if the municipality determines that the action may have a significant impact on the environment an Environmental Impact Statement will be required.*
- the reasons why the municipality has determined that the proposed action will not have a significant impact on the environment.
- that in accordance with the SEQRA determination resolution the Town should issue a SEQRA Negative Declaration



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SEQRA OVERVIEW – TYPE I ACTIONS

It is unlikely that a Downtown Revitalization Project will be classified as a Type I Action. The SEQRA process for a Type I action is similar to that of an Unlisted Action except that a Full EAF must be completed and a formal Lead Agency Coordination process is required.



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WHAT ARE LEVERAGED FUNDS?

Leveraged Funds = Project funding from other sources besides
Suffolk County

When funds are leveraged from other sources, a more significant capital improvement project may be achieved

- A letter of financial commitment from each source of funding must be attached to the application
- The value of staff services is not acceptable as an outside source of funding



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BUDGET MUST INCLUDE

- Total Project Cost
- Leveraged Funds
- Total Grant Request
- Written Estimates



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SCORING SYSTEM

Criteria

- Project Is In or Adjacent to a Downtown 0-20 Points
- Reasonable Expectation of Completion within Contract Term 0-20 Points
- Part of a Downtown Improvement Plan 0-20 Points
- Provides Economic Benefits 0-20 Points
- Leverage of Additional Funds 0-20 Points

Total

0-100 Points



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SCORING OF LEVERAGED FUNDS

DEFINED SCALE FOR LEVERAGE OF ADDITIONAL FUNDS

Percentage of Project Cost That Is Leveraged	Points Awarded
• 50% and higher	20
• 45 - 49%	18
• 40 - 44%	15
• 35 - 39%	12
• 30 - 34%	10
• 25 - 29%	7
• 20 - 24%	5
• 15 - 19%	3
• 11 - 15%	2
• 1 - 10%	1
• 0%	0



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APPLICATION SUBMISSION

- Submit 26 copies of the application and all attachments to the Dept. Economic Development and Planning, H. Lee Dennison Building, 2nd Floor, Hauppauge, NY 11788 by 4:30pm on May 25, 2016
- Do NOT submit attachments other than the ones required
- Use ONLY the forms provided
- Do NOT bind or staple the applications



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TIMELINE

- **Now:** Applications available on Suffolk County website
- **February 10 & February 22:** Applicant Training
- **Deadline - May 25, 2016 by 4:30pm:** Applications due to Dept. of Economic Development and Planning, H. Lee Dennison Building, 2nd Floor, Hauppauge, NY 11788
- **July 25, 2016:** Final meeting of Citizens Advisory Panel to make award recommendations
- **November 2016:** Full Legislature meets



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CONTACT

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